

CITY OF VAN BUREN REZONING APPLICATION

REZONE NUMBER: _____

APPLICANT NAME: _____ TELEPHONE NUMBER: _____

ADDRESS: _____

PROPERTY OWNED BY: _____ TELEPHONE NUMBER: _____

ADDRESS: _____

COUNTY ASSESSOR'S PARCEL NUMBER: _____

PRESENT USE: _____ PROPOSED USE: _____

APPLICANT SIGNATURE _____

PLANNING DEPARTMENT PROVIDES:

REZONING FROM: _____ TO: _____

DATE FILED: _____

PUBLIC HEARING DATE: _____

CONTINUED TO DATE: _____

APPLICATION FEE PAID: _____

OTHER FEES: _____

PLANNING COMMISSION ACTION: _____

DATE: _____

CITY COUNCIL ACTION: _____

DATE: _____

ORDINANCE NUMBER: _____

City of Van Buren, Arkansas Municipal Annex

111 North 12th Street • Van Buren, Arkansas 72956

REZONING APPLICATION REQUIREMENTS

GENERAL INFORMATION

1. Applications must be submitted to the Planning Department at the Van Buren City Municipal Annex, located at 111 North 12th Street, Van Buren, Arkansas. A processing fee of \$275.00 is required to be remitted with the application. If paying by check, please make payable to the City of Van Buren.
2. A legal notice of a public hearing must appear in a newspaper of general circulation in Van Buren, at least 15 days prior to the public hearing, The Planning Department will publish the legal notice, but rezoning applications are required to be filed with the Planning Department three weeks prior to the public hearing date to allow for this process.
3. A public notice sign will be posted on the property for 15 days prior to the Planning Commission meeting. The Planning Department will post the sign.
4. A public notice letter will be sent by first-class mail to anyone who owns property within 300 feet of the property being considered for a rezone. The Planning Department will mail out the letters.
 - A list of addresses for the property owners within 300 feet of the proposed rezone is required to be submitted to the Planning Department by the applicant. This list of addresses for property owners within 300 feet of the property being rezoned can be provided by the Crawford County Assessor's Office.

THE FOLLOWING ITEMS ARE REQUIRED FOR A COMPLETE APPLICATION:

Submit Fifteen (15) copies of the complete Rezoning Application assembled into packets

A. A letter of request addressed to the Honorable Mayor Hurst, Members of City Council, and Members of the Planning Commission.

a. This letter shall contain:

- The owners name or a letter of signed consent if someone other than the owner submits the application. The applicant's representative must be present at the public hearing.
- Accurate address of the property involved, including the legal description. Platted sections will have lot and block numbers.
- An explanation or reasons/intentions for the requested zoning change.

- Description of any existing structure(s) on the property and current use of structure(s).

EXAMPLE: Residential 1,400 square feet, one-story brick and frame structure used as a single-family dwelling.

OR

Commercial 40,000 square feet one-story frame structure used as a convenience store.

B. A plot plan showing placement of structure(s) and pointing out where rezone is requested, as well as any geographical problems and/or existing conditions that may be pertinent to the request.

C. A list of all property owners and their mailing addresses within 300 feet of the property boundaries to be considered for a rezoning. This information can be obtained from the Crawford County Assessors Office.

D. A complete legal description of the property and any plans or other documents that help describe the property.

5. Meeting dates:

The Planning Commission meetings are the first Tuesday of the month at 5:30 P.M. in the City Council room of the Municipal Complex located at 1003 Broadway, Van Buren, AR.

6. Appeal procedures:

Zoning Regulation Ordinance #7-1963 as amended

A. Article IX Section (I).(t)

Appeal by petition to City Council. Following disapproval of a proposed amendment by the Planning Commission the petitioner may appeal such disapproval to the City Council, if the petitioner states specifically in writing to the City Clerk's office why he considers the Planning Commission's findings and decisions are in error. This must be done within 15 days from date of the Planning Commission action.

B. Article IX. Section (I).(g).

Re-petitions for amendments. No applications for zoning amendments will be considered by the Planning Commission within (12) months from the date of final disapproval of a proposed amendment unless there is evidence submitted to the Planning Commission which justifies reconsideration.